



TOWN of NORTH READING

Massachusetts

Human Resources

Alyson Olsen
Administrator

JOB OPENING **TOWN OF NORTH READING**

GRADE 3 **ADMINISTRATIVE ASSISTANT** **CONSERVATION OFFICE**

The part time position requires flexibility to work within the current workload and deadlines of the office under the direction of the Conservation Agent and the Conservation Commission and in accordance with Massachusetts General Laws, the Town Charter and By-laws. This position requires coverage of night meetings (approx. 1 meeting a month).

Qualifications required as follows:

- Municipal Government operations experience highly desirable
- High School graduate minimum; Associates Degree preferred
- Minimum 5+ years skilled administrative support experience
- Strong customer service and solution skills
- Ability to interact with diverse situations and with other departments
- Confidentiality and neutrality required in certain environments
- Strong organizational skills
- Detail-oriented and accuracy amid frequent interruptions
- Ability to multi-task and adhere to deadlines amid frequent interruptions
- Ability to take initiative and to work independently
- Excellent written and oral communication skills
- Basic knowledge of accounting practices
- Proficient in Microsoft Office applications and ability to demonstrate same
- Learn and develop in the municipal environment and with computer technology

Qualified applicants should send a cover letter and a resume to:

aolsen@northreadingma.gov

Subject line: JOB CCA3

Equal Opportunity Employer